

Spec. Code: 3582  
Occ. Area: 03  
Work Area: 215  
Prom Line: none  
Prob. Period: 6 mo.  
Effective Date: 09/20/95

## **PUBLIC FUNCTIONS SUPERVISOR**

### Function of Job

Under administrative supervision from a designated supervisor, to be responsible for physical arrangements incidental to public functions.

### Characteristic Duties and Responsibilities

1. confers with, advises, and secures complete information from individuals or groups considering a public function
2. furnishes estimates of services requested
3. initiates requisitions and schedules work assignments for the required services
4. acts in a liaison capacity between the individuals or groups sponsoring the event and those furnishing the services
5. supervises and coordinates the work performance of employees involved in carrying out public functions assignments
6. makes inspections of complete arrangements
7. prepares reports
8. performs other related duties as assigned

### Minimum Acceptable Qualifications

#### **CREDENTIALS TO BE VERIFIED BY PLACEMENT OFFICER**

1. high school graduation or equivalent
2. two years of experience in work directly related to the staging of public functions and/or theatrical events

#### **PERSONAL ATTRIBUTES NEEDED TO UNDERTAKE JOB**

1. broad knowledge of the work of craft persons and standards required for public events

2. knowledge of university policies and objectives
3. ability to work effectively with others
4. resourcefulness